

STEPS TO PRINT NONPUBLIC LABELS


Choose on the web the link

<http://dese.mo.gov/divimprove/fedprog/financialmanagement/Nonpublicindex.html>

Choose Nonpublic Registration Form Information Report

Choose what School types, Public Districts, Counties, etc., that you would need and add them to the left column.

Check “Only Display Addresses” and click on “Get Report.”

When the report is displayed, click on the Export icon. 

Select the Export format from drop down list “MSEExcel 97-2000 (Data Only). Choose all or certain pages (whichever you want). Click OK

Once the Excel Report is displayed, save it to your own Excel folder.

Once in your folder you should delete the heading of the report (should be Line 1)

Go into a new Word Document and choose Tools, Mail Merge. Here is where you probably know how to do a mail merge.

If not..... create – mailing labels – active window

Get Data – Open Data Source – this will be the Excel document that you saved in your folder

You will set it up like any other mail merge labels.